



Rio Arriba County Detention Center (RACDC) POLICY 033: SEARCH PROCEDURES

The administration and the detention staff of the Rio Arriba County Detention facility shall ensure that contraband does not enter the facility. This shall be done by conducting irregular searches of all inmates, the housing areas, and surrounding areas that inmates have access to. Every inmate and visitor should be considered as potential carriers of contraband.

Definitions:

Pat search: A search of an inmate in which the inmate's clothes is not removed. A thorough search is done of all pockets, collars, jackets and shoes. Shoes shall be removed to check socks and bottom of feet.

Shakedown: A search of the entire detention facility, the inmate housing areas, and the inmates.

Strip search: A search of an inmate which requires that all clothing be removed during the search.

Body cavity search: A search of an inmate which includes all parts of the body to include, mouth, ears and rectum. This type of search shall only be performed by medical staff and only when there is probable cause to perform such a search.

Procedure:

1. Detention officers shall pat search all inmates being booked in.
2. Strip search at booking is only done when probable cause exists that the inmate is bringing in contraband.
3. All trustees exiting the facility are subject to strip searches before being allowed back to their housing area.
4. All work-release inmates are subject to strip search prior to being admitted in to the facility.
5. All inmates going to court and returning back to the facility are subject to strip searches.
6. When a massive shakedown is taking place, all inmates are subject to a strip search.



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7. Shakedowns of the facility shall be done on an irregular basis. At least one area of the facility shall be done weekly
8. Detention staff is not to warn inmates of shakedowns as per Officer Code of Ethics.
9. All searches are to be logged down on the unit logs.
10. When contraband is found, documentation shall be submitted to administration. Inmates found guilty of possessing contraband will be prosecuted and disciplined by internal policy.

Inmate pat searches:

1. All inmates entering the Rio Arriba County Detention facility shall be pat searched before the restraints are removed.
2. Detention officers shall pat search all trustees entering the facility after outside work assignments or after working in the kitchen.
3. Inmates visiting the administration area or outside the facility are to be pat searched.

Inmate strip searches:

1. Strip searches are to be done only when probable cause exists and must be done by a physician only.
2. Strip searches are not to be used as a means of harassment or for degrading inmates.
3. Strip searches are not to be done to all inmates entering the facility. Only for those suspected of trying to bring in contraband.
4. During shakedowns, all inmates are subject to strip searches.
5. Strip searches are to be done only by officers of the same sex as the inmate.
6. All work-release inmates are to be strip searched upon entering the facility.
7. All inmates that go on outside transports are subject to strip searches.



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8. Any time contraband is found, the inmate will be prosecuted and discipline according to this policy.

Body Cavity Searches:

1. Body cavity searches will only be done when there is probable cause to believe that the inmate has in his possession any contraband.
2. Body cavity searches shall only be done when authorized by the administrator or by court order.
3. Body cavity searches are to be performed only by medical personnel.
4. Body cavity searches are to never be done by detention personnel.

Shakedowns:

1. At least one area of the facility shall be shaken down per week
2. Inmates are allowed to be present when their cell is being shaken down,
3. When the entire pod is to be shaken down, all inmates will be placed in another area of the facility.
4. A thorough shakedown of every part of the bunk or cell shall be done. Officers shall check for seams torn and any place that contraband can be hidden.
5. Detention officer shall check under all tables, bunks, and sinks, through all books and containers of all prisoners.
6. Detention officers shall thoroughly check all parts of the toilets to include inside the drains. Rubber gloves shall be furnished for this purpose.
7. Detention officers shall check all toothpaste, deodorant, and shampoo containers.
8. Detention officers shall check all windows, vents, lighting fixtures, shower areas and locks to make sure they have not been tampered with.
9. Detention officers shall check the entire perimeter of the facility to make sure all is secure.
10. Disciplinary procedures shall be implemented when discovering contraband.



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Facility Shakedowns:

1. Shakedowns of the entire facility should be done at least once a month.
2. A facility shakedown shall include all areas of the detention facility to which the inmates have access to, including:
 - a. The booking area.
 - b. Muster room
 - c. Kitchen and kitchen pantry.
 - d. Visiting areas.
 - e. Linen room.
 - f. All storage areas.
 - g. All pods.
 - h. All showers.
 - i. All hallways.
 - j. Library.
 - k. Recreation area.
 - l. Laundry room.
3. Complete facility shakedowns may require staff to work overtime.

Search of visitors:

1. All visitors, including attorneys, clergy, bail bonds, bondmen, and other approved visitors will be checked before entering the secure area of the facility. Anyone refusing to be searched will be asked to leave the facility immediately
2. All packages approved to come into the facility will be thoroughly checked before going to the secure area of the facility.
3. Anyone caught bringing in contraband into the facility shall be detained and the proper authorities will be notified for a report to be taken.